



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

DIRECTOR, DEPARTMENT OF PUBLIC WORKS

Class No. 002113

■ CLASSIFICATION PURPOSE

To protect, maintain, and enhance the quality of life in San Diego County; to protect the public health and ensure public safety by implementing various public works projects; to provide services in the areas of waste management, highway safety, airports, land development, flood control, road operations, engineering design, and transit; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position executive management class allocated to the Department of Public Works. Under administrative direction, the position reports to the Deputy Chief Administrative Officer for the Land Use and Environment Group. It is distinguished from the next lower class, Assistant Director, Department of Public Works, in that the latter assists the Director in the overall activities of the department.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Plans, directs, organizes, coordinates, and evaluates the overall activities of the Department of Public Works providing services in the areas of waste management, highway safety, airports, land development, flood control, road operations, engineering design, and transit.
2. Directs the development and implementation of county-wide policy and procedures related to public works functions.
3. Directs the development and implementation of department plans and programs.
4. Reviews and approves negotiated contracts for outside services or equipment.
5. Reviews program efforts and direction by performing field observations of operations, facilities, and construction projects.
6. Evaluates program or project progress, identifies and resolves problems, and makes adjustments if necessary.
7. Develops the department's annual budget and monitors revenue and expenditure transactions.
8. Conducts fiscal analysis and prepares cost projections.
9. Identifies operational problems and formulates appropriate solutions.
10. Prepares reports and correspondence.
11. Acts as liaison with other public and private agencies and provides information to county departments, the public, and agency representatives on departmental activities and issues.
12. Supervises subordinate staff.
13. Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referral.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Civil engineering theories, procedures, and methods.
- Federal, state, and local regulatory codes related to public works activities and operations.

- Policy and procedure development and implementation related to public works services.
- Contract negotiation and administration.
- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, organize, direct, and evaluate the overall activities of public works staff involved in performing various services.
- Coordinate departmental activities with outside jurisdictions and public/private agencies.
- Develop and implement department policy and procedures.
- Identify and resolve department operations problems.
- Prepare the department's annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in challenging situations, which require a high degree of sensitivity, tact, and diplomacy.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Maintain effective audio-visual discrimination and perception necessary for making observations, communicating with others, and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ EDUCATION/EXPERIENCE

Any combination of education, training, and/or experience that would demonstrate possession of the required knowledge, skills, and abilities listed above.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Registration as a Professional Engineer and licensed by the State of California as a Civil Engineer (Business and Professions Code, Section 6730) is highly desirable.

Working Conditions

Office environment; exposure to computer screens and other basic office equipment.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: June 25, 1982

Revised: May 3, 1993

Reviewed: Spring 2003

Revised: June 15, 2004

Revised: June 15, 2006